

# NN/ LM

## ESSENTIAL DOCLINE: A REVIEW

### REQUESTS

- The [Requests](#) module is the part of DOCLINE where the borrowing and lending is actually done.
- There are five menu choices – Borrow, Lend, Receipt, Reports, and Status/Cancel.



### BORROWING

- Under Borrow there is a submenu of ways to borrow – PubMed, UniqueKey, LOCATORplus, Manual, Transfer and Requestor.



### UNIQUEKEY

- The most common method of borrowing is UniqueKey.
- In the Search PubMed section up to 11 Unique Identifiers (UIDs) can be entered in the search box.

A screenshot of the Unique Key search form. It has a blue header with 'Unique Key' on the left and 'Requestor's LIBID: TXUXXE' on the right. Below the header, there is a search box labeled 'Search PubMed (One or more)' with the text 'UID(s): 11790212,9508150,10634451' inside. To the right of the search box is a 'Search' button. Below the search box, there is a note: 'UIDs include the PubMed identifier (PMID) and MEDLINE identifier (UI). (i.e. 10636776,10636729)'.

- The Search LOCATORplus section allows you to enter one Key – NLM Unique ID, ISSN, ISBN, OCLC, or Journal Title Abbrev.
- The system actually searches in LOCATORplus.

A screenshot of the LOCATORplus search form. It has a blue header with the word 'OR' in the center. Below the header, there is a search box labeled 'Search LOCATORplus (One at a time)'. To the left of the search box, there is a 'Select Key:' label and a dropdown menu. The dropdown menu is open, showing a list of options: 'NLM Unique ID', 'ISSN', 'ISBN', 'OCLC', and 'Journal Title Abbrev.'. The 'NLM Unique ID' option is highlighted. To the right of the search box is a 'Search' button.

## Processing Requests

- The procedure for Processing Requests is similar in throughout all of the Borrow methods.
- The Process PubMed Orders screen lists the citations you wish to borrow.
- By clicking on Next, you will process all the citations at once.
- The check boxes next to each citation, allows you to process the requests separately.

Process PubMed Orders		Requestor's LIBID: TXUXXE
<input checked="" type="checkbox"/>	Green R; Cupples L; Go R; Benke K; Edeki T; Griffith P; Will Risk of dementia among white and African American JAMA. 2002 Jan 16;287(3):329-36 PMID: 11790212 ISSN: 0098-7484	
<input type="checkbox"/>	Tang MX; Stern Y; Marder K; Bell K; Gurland B; Lantigua R; A The APOE-epsilon4 allele and the risk of Alzheimer JAMA. 1998 Mar 11;279(10):751-5 PMID: 9508150 ISSN: 0098-7484	
<input type="checkbox"/>	Devi G; Ottman R; Tang MX; Marder K; Stern Y; Mayeux R Familial aggregation of Alzheimer disease among wh Arch Neurol. 2000 Jan;57(1):72-7 PMID: 10634451 ISSN: 0003-9942	

- Routing Instructions takes the default information from the Routing Profile created in DOCUSER. It may be adjusted at this time.

Routing Instructions		Requestor's LIBID: TXUXXE
Form	<input type="button" value="Copy"/> Copyright Compliance <input type="button" value="Guidelines"/> Maximum Cost \$ <input type="text" value="FREE"/> .00	
Comments	<input type="text" value="test - do not fill"/>	
Authorized By	<input type="text" value="R. Leiderman"/> Referral Reason <input type="text"/>	
Network Delivery	<input type="button" value="Mail"/> NLM Delivery <input type="button" value="Never route to NLM"/>	
Patron Name	<input type="text"/>	
Phone	Country Code <input type="text" value="1"/> Area/City Code <input type="text" value="713"/> Local Number <input type="text" value="555-1223"/> Extension <input type="text"/>	
Fax	Country Code <input type="text" value="1"/> Area/City Code <input type="text" value="713"/> Local Number <input type="text" value="555-1222"/> Extension <input type="text"/>	
Email	<input type="text" value="jllret@mail.nlm.nih.gov"/>	
Ariel	<input type="text"/>	
Prefix LIBID	<input type="text"/> Route Cells 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input checked="" type="checkbox"/> 6 <input checked="" type="checkbox"/> 7 <input checked="" type="checkbox"/> 8 <input checked="" type="checkbox"/> 9 <input checked="" type="checkbox"/>	
Refer to Resource Libraries <input type="checkbox"/> Refer on after NLM <input type="checkbox"/> <input type="button" value="Deselect All"/>		

- An option on this screen is the Prefix LIBID.
- The system allows you to send the request directly to one library.
- You may type in the LIBID.

Prefix LIBID	<input type="text"/>
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- After finishing the instructions, click on Next. You get the DOCLINE Request page, which gives the request number and location the request was sent to.

DOCLINE Request - Jan 31, 2002
<p>5753252 was routed to University Hospital (Test Record) (AKLXXXXK) in cell 2  Green R; Cupples L; Go R; Benke K; Edeki T; Griffith P; Will  Risk of dementia among white and African American  JAMA 2002 Jan 16;287(3):329-36  PMID: 11790212 ISSN: 0098-7484</p>
<div>Full Display</div> <div>Return</div>

- By clicking on Full Display you can view or print the entire request.

<b>*5753252*</b>		
Request # 5753252	BORROW COPY	JAN 31, 2002
<b>Mail To:</b>		
University Hospital (Test Record)		
Health Sciences Library ILL		
770 Main Street		
Austin, TX 77030		
<b>DOCLINE: Journal Copy</b>		
Title:	JAMA : the journal of the American Medical Association.	
Title Abbrev:	JAMA	
Citation:	2002 Jan 16;287(3):329-36	
Article:	Risk of dementia among white and African American	
Author:	Green R; Cupples L; Go R; Benke K; Edeki T; Griffith P; Will	
NLM Unique ID:	7501160 ISSN: 0098-7484	
PubMed UI:	11790212	
Publisher:	American Medical Association, Chicago IL	
Verify:	PubMed	

- By clicking on Return, you come back to the Process PubMed Orders screen and can continue to process the other requests.

## PUBMED

- PubMed is embedded in DOCLINE and can be used for those requests without a UID.

The screenshot shows the DOCLINE PubMed interface. At the top, there's a header with the DOCLINE logo and navigation links like REQUESTS, DOCUSER, SERHOLD, LD, HELP, HOME, and a Logout button. Below this is a search bar with a dropdown menu set to 'PubMed'. To the right of the search bar are buttons for 'Go' and 'Clear'. Below the search bar, there are tabs for 'Limits', 'Preview/Index', 'History', 'Clipboard', and 'Details'. On the left side, there's a sidebar with links for 'About Entrez', 'Entrez PubMed' (Overview, Help/FAQ, Tutorial, New/Noteworthy), and 'PubMed Services' (Journal Browser, MeSH Browser, Single Citation Matcher, Batch Citation Matcher, Clinical Queries, LinkOut, Caddy). The main content area contains instructions for searching: 'Enter one or more search terms, or click Preview/Index for advanced searching.', 'Enter author names as smith jc. Initials are optional.', and 'Enter journal titles in full or as MEDLINE abbreviations. Use the Journal Browser to find journal titles.' Below this, there's a text box stating: 'PubMed, a service of the National Library of Medicine, provides access to over 11 million MEDLINE citations back to the mid-1960's and additional life science journals. PubMed includes links to many sites providing full text articles and other related resources.' At the bottom, there are two sections: 'New on the Bookshelf' featuring 'Chapter 6, Smallpox and Vaccinia' by Donald A. and 'Free Full-text Articles' with a link to 'Try the new PubMed Central, NLM's free and unrestricted'.

- For best results, switch to Single Citation Matcher in PubMed.

The screenshot shows the NCBI Citation Matcher for Single Articles interface. The top navigation bar includes links for PubMed, Nucleotide, Protein, Genome, and Structure. The left sidebar contains links for About Entrez, Entrez PubMed (Overview, Help | FAQ, New/Noteworthy), PubMed Services (Journal Browser, MeSH Browser, Single Citation Matcher, Batch Citation Matcher), and LinkOut. The main form area is titled "Enter information about the article you wish to find." and contains input fields for Journal (jama), Date (2000), Volume, Issue, First page, Author's last name and initials (e.g., Smith BJ), and Title words (asthma). There are Search and Clear buttons at the bottom.

- To select the correct citation, check the box next to it, click order.

The screenshot shows the results page of the NCBI Citation Matcher. The top navigation bar includes links for PubMed, Nucleotide, Protein, Genome, Structure, and PopSet. The search bar shows the query "jama[jour] AND 2000[pdat] AND asthma" with Go and Clear buttons. Below the search bar are tabs for Limits, Preview/Index, History, Clipboard, and Details. The results are displayed in a table with columns for Display, Summary, Sort, Save, Text, Clip Add, and Order. The first result is checked and shows the citation: "From the Centers for Disease Control and Prevention. Childhood asthma hospital JAMA. 2000 Nov 22-29;284(20):2586-8. No abstract available. PMID: 11185515 [PubMed - indexed for MEDLINE]". The second result is unchecked and shows the citation: "From the Centers for Disease Control and Prevention. Measuring childhood asthma National Health Interview Survey--United States. JAMA. 2000 Nov 8;284(18):2312-3. No abstract available. PMID: 11184780 [PubMed - indexed for MEDLINE]".

- The processing is the same as with UniqueKey.

## LOCATOR<sup>PLUS</sup>

- Like PubMed, [LOCATOR<sup>plus</sup>](#) is embedded in DOCLINE.
- Search LOCATOR<sup>plus</sup>, when the article request is not found in PubMed.
- **Notice** that the DOCLINE Ordering Information button is in red. This means no data has been captured to return to DOCLINE.

Database Name: National Library of Medicine

Simple Search | **Advanced Menu Search**

Search For:

Quick Limit:

- None
- Reading Room Collection
- HMD Collection
- NLM and Internet Collections
- Internet Links
- English Only
- Currently Published Journals
- Books Only
- Audiovisuals and Computer Files

Search In:

- Keyword Anywhere Search
- Title Search
- Journal Title Search**
- Subject Search
- Author Search
- Call Number Search
- Keyword Combination Search

20 records displayed per page | Search | Reset | Limits

DOCLINE ® Ordering Information

- Once the correct item is found, click on the DOCLINE Order button that is now in blue. The data has been captured at this point.

Author(s): [Waal, Isa van der](#)

Title: The burning mouth syndrome / Isa van der Waal.

Edition: 1st ed.

Description: 94 p. : ill.

Publisher: Copenhagen : Munksgaard, c1990.

ISBN: 8716103815

NLM Unique ID: 9212016

Location: General Collection

Call Number: WU 140 W111b 1990

Status: Available

previous next

DOCLINE ® Order

- You return to the Citation Input screen.

## MANUAL

- The [Manual](#) borrow should only be used as a last resort.
- All the information will need to be manually input and the routing will be on the M/A/N Map.
- NOTE: Manual requests can be categorized as either a Monograph or Journal.

**DOCLINE®***interlibrary loan request routing and referral system*

REQUESTS DOCUSER® SERHOLD® LD HELP HOME Logoff-TXUXXE

Borrow PubMed UniqueKey LOCATORplus Manual Transfer Requestor

**Citation Input** Requestor's LIBID: TXUXXE

Title	<input type="text"/>				
Author	<input type="text"/>				
Part Title	<input type="text"/>				
Part Author	<input type="text"/>				
Collation	<input type="text"/>				
Place	<input type="text"/>	Publisher	<input type="text"/>	Year	<input type="text"/>
Volume	<input type="text"/>	Issue	<input type="text"/>	Pages	<input type="text"/>
NLM Unique ID	<input type="text"/>	Verify	Manual	Call No.	<input type="text"/>
Type	<div>Select one Select one Monograph Journal</div>	ISSN/ISBN	<input type="text"/>		

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